



DENVER FEDERAL EXECUTIVE BOARD

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Lawrence D. Grandison, Jr.
Executive Director

CJ Beasley
Executive Assistant

July 1, 2002

**TO ALL MEMBERS OF THE DENVER FEDERAL EXECUTIVE BOARD
(I.E., ALL FEDERAL AGENCY LEADERS IN THE DENVER/BOULDER
METROPOLITAN AREA AND ALL COLORADO CONGRESSIONAL
OFFICES)**

SUBJECT: 2003 Federal Agency Directory and Contact Information Package

SUSPENSE: AUGUST 1, 2002

WE NEED YOUR HELP! We are doing a major overhaul of the DFEB Federal Agency Directory that we put together and distribute to all federal agencies in the Denver/Boulder metropolitan area. Previously, we published the DFEB Agency Directory, the Workforce Diversity Council, and the DFEB Conference Room Guide as three separate directories. This year we are consolidating them into one, to make the information more valuable, concise and readily available to the user, in general a "one-stop" directory.

Therefore, we are requesting your assistance. We need you to complete the enclosed Federal Agency Directory and Contact Information Response Package and return it to the DFEB Office by **August 1, 2002**, so that we will be able to consolidate all responses and make distribution of the new directory by early FY 03. To help us ensure that we get a response from all agencies in the local area please review the attached list, if there is a federal agency that is not listed please contact them and ask them to either call the DFEB Office, 303-676-7009, for a package or they can go online and download a copy of the package at www.denver.feb.gov under the "Members" button.

Most everything is self-explanatory, if you have any questions please contact CJ Beasley at the DFEB Office, 303-676-7009 or by email at cj.beasley@dfas.mil.

We thank you in advance for your assistance and cooperation. This directory is one of the most useful tools available and it is only as good as the information it contains. Please help us make this a useful informational tool for all federal agencies.

Very Respectfully,

Michael S. HacsKaylo
Chairperson

Lawrence D. Grandison, Jr.
Executive Director

DENVER

Federal Executive Board



2003

Federal Agency Directory & Contact Information Response Package

(Response due by August 1, 2002)

Return to: DFEB

Attn: CJ Beasley

6760 E. Irvington Place

Denver, CO 80279-8000

Phone: 303-676-7009 Fax: 303-676-6666

2003 AGENCY INFORMATION

AGENCY INFORMATION

AGENCY NAME: _____

INDEPENDENT AGENCY OR DEPARTMENT (*i.e., Agriculture, Commerce, etc.*)

AGENCY MAILING ADDRESS (Include room number, if applicable):

AGENCY STREET ADDRESS (If different from mailing address)

AGENCY MAIN PHONE NUMBER: _____

AGENCY WEBSITE ADDRESS: _____

TOTAL NUMBER OF EMPLOYEES: _____

FEDERAL _____ CONTRACTORS: _____ OTHERS _____

AGENCY MISSION STATEMENT: _____

AGENCY CONTACT INFORMATION

AGENCY LEADER'S INFORMATION:

NAME: _____

TITLE: _____

STATUS (*Select applicable status*): FEDERAL EMPLOYEE OR POLITICAL APPOINTEE

PHONE NUMBER (*Include area code*): _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

SECRETARY/ASSISTANT'S NAME: _____

EMAIL ADDRESS: _____

ALTERNATE CONTACTS:

DEPUTY DIRECTOR OR ASSISTANT ADMINISTRATOR:

NAME: _____

TITLE: _____

PHONE NUMBER (*Include area code*): _____

EMAIL ADDRESS: _____

PUBLIC AFFAIRS CONTACT:

NAME: _____

PHONE NUMBER (*Include area code*): _____

EMAIL ADDRESS: _____

PERSONNEL OFFICER:

NAME: _____

PHONE NUMBER (*Include area code*): _____

EMAIL ADDRESS: _____

TRAINING OFFICER:

NAME: _____

PHONE NUMBER (*Include area code*): _____

EMAIL ADDRESS: _____

AGENCY CONTACT INFORMATION

ALTERNATE CONTACTS (Cont.):

EEO MANAGER:

NAME: _____

PHONE NUMBER (Include area code): _____

EMAIL ADDRESS: _____

HEARING INTERPRETERS:

NAME: _____

PHONE NUMBER (Include area code): _____

EMAIL ADDRESS: _____

NAME: _____

PHONE NUMBER (Include area code): _____

EMAIL ADDRESS: _____

CONFERENCE ROOM INFORMATION:

SCHEDULING CONTACT NAME:

PHONE NUMBER:

EMAIL ADDRESS:

FEATURES:

A – BUILT IN SCREEN

B – BLACKBOARD OR WHITEBOARD

C – MICROPHONE

D – LAVOLIER MICROPHONE

E – PODIUM

F – PROJECTION BOOTH

G – LCD PROJECTOR

H – COMPUTER

I – SLIDE PRESENTATION CAPABILITY

J – VIDEO CAPABILITY

K – SATELLITE CONFERENCING CAPABILITY

L - TABLES

ROOM NAME OR NUMBER

ROOM CAPACITY

APPLICABLE FEATURES
